



# SUBMITTING CITATIONS

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## I. AGENTS

Maryland Law, Criminal Procedure Article § 4-101.1 requires certain information be reported to the Maryland State Police and subsequently to the Maryland Statistical Analysis Center on every criminal citation issued. Maryland law also requires reporting of the same information for each traffic citation issued.

1. Agents will use the Delta + Module to satisfy reporting requirements.
2. Upon issuance of each criminal citation and traffic citation or immediately thereafter, each agent using the Delta + Module installed on laptop computers, shall report the following two (2) variables:
  - a. assigned citation number, (must match the number on the criminal citation).
  - b. race / ethnicity of the offender (dropdown menu)
    - Asian
    - Black
    - Hispanic
    - White
    - Other
3. Agents must submit completed criminal citations and traffic citations to a FED supervisor, or locations, within **72 hours** of issuance.
4. **Agents who assign specific court dates, as required by some courts MUST submit the completed citations(s) to a FED supervisor, or acceptable locations, within 24 hours.** If the citations are not personally submitted to a FED supervisor, the issuing agent is responsible for contacting the appropriate FED supervisor and notifying him/her of the citations location.
5. Acceptable locations are: FED supervisors' desks in the Annapolis Office, the citation basket at the Motor Fuel Lab in Jessup, or in person.
6. Agents who issue citations in jurisdictions where court matrices are used MUST follow each matrix as published.
7. Those agents who are assigned an area that use a matrix are responsible for providing a current copy of the matrix to FED supervisors.

**NOTE: Variations to this policy are not permitted, unless approved by a FED supervisor.**

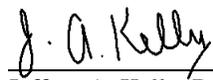
## **II. SUPERVISORS**

1. FED supervisors will review all completed citations in a timely fashion prior to forwarding them to the employee who is responsible for citation transmittal. However, citations that are issued with specific court dates, as required by some courts, will be reviewed and forwarded within **48 hours** of receipt or notification by the issuing agent.
2. FED supervisors will also periodically review and evaluate data regarding the issuance of criminal and traffic citations by members of the agency for patterns of prohibitive activity or for non-adherence to established agency procedures regarding the issuance of criminal and traffic citations.
3. FED supervisors, using the Delta+ module, may also run an audit report under the “reporting” button to ensure agents are complying with the reporting procedure for each criminal or traffic citation issued. The District Court may also issue audit reports to police agencies to measure compliance.
4. As part of annual in-service training, the Division Administrator shall incorporate training updates on the issuance of criminal and traffic citations, review data collected and submitted to the Maryland State Police and review the annual report of the Maryland Statistical Analysis Center for use in counseling and improved training.

## **III. FORWARDING OF CITATIONS TO THE COURT**

1. Each Friday, or earlier in instances of holidays, the employee, or designee, responsible for citation transmittal, will process and forward to the appropriate court clerk.
2. Citations that are issued with specific court dates, as required by some courts, will be forwarded to the appropriate court clerk, or receiving agent, within 24 hours of receipt.

## **IV. CANCELLATION: None.**



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Jeffrey A. Kelly, Director